



# Shelby County

Tennessee

Mark H. Luttrell, Jr., Mayor

## **Request for Qualifications Shelby County Government Purchasing Department**

160 N. Main, Suite 900  
Memphis, TN 38103

*Issued: April 5, 2016*

*Due: April 21, 2016 no later than 2:00 P.M. (Central Standard Time)*

**RFQ #16-003-59**

### **COUNTYWIDE ARCHITECTURAL DESIGN SERVICES FOR SHELBY COUNTY, TENNESSEE**

Shelby County Government (the "County"), an Equal Opportunity, Affirmative Action Employer, is soliciting professional services on behalf of the Shelby County Support Services from qualified Architectural consultants to provide architectural design services for county wide Services for Fiscal Year 2017..

This notification and any future information regarding this RFQ is and will be located on the County's website at [www.shelbycountyttn.gov](http://www.shelbycountyttn.gov). At the top of the home page, click on the links "Department", "P" for the Purchasing Department and "Bids" to locate the name of the above-described **Request For Qualifications**.

Interested parties should submit a **Letter of Interest** and **Statement of Qualifications** related to the services requested by the Request for Qualifications ("RFQ") specifications. Based on an evaluation of responses to this RFQ, one or more firms/consultants will be selected and invited to participate in further discussions and negotiation of a contract for the requested services.

## I. INTRODUCTION

Shelby County Government (the “County”), is soliciting services of one or more qualified consulting firms to provide architectural design services for projects related to vertical construction, i.e., facility evaluations, roof replacement, building envelope repair/modifications, facility renovations and modifications.

Interested consultants should submit a Letter of Interest and Statement of Qualifications related to the services requested by the RFQ specifications. The County intends to evaluate submitted proposals and award open-end contracts to firms exhibiting comprehensive architectural experience.

## II. MINIMUM REQUIREMENTS

All proposers must:

- Possess a professional license to practice architecture in the State of Tennessee.
- Have at least 10 years of experience and staff expertise in design and construction administration of commercial facilities with emphasis on design of office building, office space efficiency, and energy efficiency.
- Adhere to all Title VI requirements and provide proof/documentation.
- Adhere to the requirements of certified Locally Owned Small Business (LOSB) participation. Project goal is **100%** participation.
- Prime and LOSB contractors must apply and qualify for an Equal Opportunity Compliance (EOC) certification number through our EOC Administration prior to submitting response.
- Independent contractors (sole proprietors) must adhere to State of Tennessee Public Chapter No. 436, known as the “Tennessee Lawful Employment Act” (effective date of 1/1/2012). Proof and documentation of employment eligibility must be included with the proposal.
- Adhere to all insurance requirements and provide documentation. Insurance requirement subject to change.

***Please Note: As a part of doing business with Shelby County, each individual, company, or organization is required to obtain an “Equal Opportunity Compliance” certification number prior to submitting your response.***

***You can access the online applications to receive the numbers indicated above at [www.shelbycountyttn.gov](http://www.shelbycountyttn.gov). To obtain a vendor number and an EOC number, please follow the instructions below:***

### **Vendor Number (Purchasing Department)**

At the top of the home page, click on the links “Department”, “P” for the Purchasing Department and “Conducting Business with Shelby County”. The “Vendor Registration” link is at the bottom of the drop down box. Please download the application instructions and read thoroughly prior to accessing the application. (*Applications for a vendor number are accepted online only.*)

### **Equal Opportunity Compliance (EOC) Number (EOC Administration Office)**

At the top of the home page, click on the links “Department”, “E” for the Equal Opportunity Compliance and “Contract Compliance Program”. The “Contract Compliance Packet” link is in the middle of the page. Please print the packet and mail or fax the completed packet to the EOC office. The mailing address is 160 N. Main Street, Suite 200, Memphis, TN 38103. The fax number is 901-222-1101.

**Note: Because of the length of time it takes to apply and receive an EOC number, vendors who apply prior to the RFQ due date, bid will be accepted pending EOC approval of their application.**

*If you have any questions regarding the application, you may contact Purchasing at (901)222-2250 or the EOC Administration at (901) 222-1100.*

## **III. PROJECT DESCRIPTION**

The County presently owns approximately one hundred (100) properties, most of which have structures that must be maintained. Due to the age of these structures, major expenditures are often necessary to correct and/or repair building deficiencies, infrastructure problems and code compliance issues. The successful firm will assist the County by providing architectural services to address the aforementioned issues. When required, the architectural firm shall enlist engineering design assistance to provide complete project. These services will be required on an as needed basis. There is no guaranteed minimum for this project.

## **IV. SCOPE OF SERVICES**

Required services include, but are not limited to:

1. Provide architectural and engineering design services, including but not limited to, architectural, structural, civil, mechanical, electrical, plumbing, sustainable design, security, data/telecommunications, low-voltage systems design, lighting, interior design, millwork design, furniture specifications, finished material details, and related services, which may be required in connection with planning and design of new construction and/or existing building renovation;
2. Perform detailed site analysis for buildings in consideration of parking, traffic, geotechnical, on-site and off-site utility;

3. Provide site planning and landscape architectural services required to properly plan, design, specify and coordinate exterior site design, including grading, parking lots, roads, driveways, hardscape, landscape, irrigation and coordination of underground utilities and/or buildings structures with landscape and hardscape elements;
4. Conduct space planning for buildings, including surveys of existing facilities, and develop conceptual building site and floor plans;
5. Provide special services that may be requested including but not limited to, geotechnical engineering, land surveys, life safety/code consulting, audio visual;
6. Provide all aspects of project cost estimating and schedule planning, including construction estimating, life cycle costing, and value engineering;
7. Upon approval of the Preliminary Design and Cost Estimate by the County, proceed with Design Development, Construction Documents, inclusive of technical specifications and drawings;
8. Submit design documents to appropriate governmental agencies for permit/approval prior to bidding;
9. Provide Bid Documents and assist the County during the Bidding and Construction Contract negotiation processes, including participation in Pre-Bid meeting and preparation of addenda;
10. Provide Construction Administration services for the project, hold construction meetings, prepare meeting minutes, progress reports, and monitor construction progress relative to scheduling;
11. Provide all correspondence and serve as liaison between County and Contractor;
12. Provide regular site visits to monitor progress. Perform field observations and provide technical assistance as needed to direct the Contractor on any minor changes and clarifications;
13. Coordinate and arrange Contractor access;
14. Respond to Contractor Requests for Information, and/or review Contractor Change Order Requests;
15. Review testing and inspection reports required by the bid documents;
16. Review and certify Contractor's pay applications;
17. Perform shop drawings/submittal review, field clarifications and as-built/record drawing review;
18. Provide close-out phase services, including, but not limited to, punch list, warranty review, submission of drawings, as-built drawings, and other project-related documents.

## **V. SUBMITTAL FORMAT/ EVALUATION CRITERIA**

Submittals shall be organized in a manner requested in the RFQ. Submittals shall contain all pertinent information requested and will be evaluated based on adherence to the following:

1. General Requirements
  - Cover letter
  - Firm name, address, and telephone number
  - Point of contact: name and telephone number
  - Written statement of compliance with Title VI
  - Proof of Licensure

2. Capacity to perform required services

- Areas of expertise addressed by the team members presented in submittal
- Organizational chart, including all team members

3. Qualifications

- Company overview for all consulting firms participating as team members
- Resumes for proposed project manager and staff from each participating firm

4. Experience

Provide case study information documenting relevant experience from five (5) projects within the past ten years. Case studies shall list the following as a minimum:

- Project description
- Client and client's point of contact information
- Firm's role in project
- Design fee, construction cost and change order amounts
- Project staff and their role

**Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultant.**

## **VI. INSURANCE REQUIREMENTS**

The Provider will provide evidence of the following insurance coverage with limits no less than:

1. *Commercial General Liability Insurance* - \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$2,000,000 General Aggregate/\$2,000,000 Products-Completed Operations Aggregate. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. The insurance shall include coverage for the following:
  - a. Premises/Operations
  - b. Products/Completed Operations
  - c. Contractual
  - d. Independent Contractors
  - e. Broad Form Property Damage
  - f. Personal Injury and Advertising Liability
2. *Business Automobile Liability Insurance* - \$1,000,000 each accident for property damage and bodily injury. Coverage is to be provided on all:
  - a) Owned/Leased Autos
  - b) Non-owned Autos
  - c) Hired Autos

3. *Workers Compensation and Employers' Liability Insurance* - As required by Tennessee State Statute. Employers Liability limit is \$1,000,000 per accident. Contractor/provider waives its right of subrogation against Shelby County for any and all workers' compensation claims.
4. *Professional Liability Insurance* – Errors and Omissions Coverage in limits of no less than \$1,000,000 per claim/\$3,000,000 annual aggregate.

All policies will provide for sixty (60) days written notice to Shelby County of cancellation of coverage provided. Ten (10) day notice is applicable to non-payment of premium. If the insurer is not required by the policy terms and conditions to provide written notice of cancellation to Shelby County, the Provider/Provider will provide immediate notice to Shelby County and evidence of replacement coverage with no lapse.

If the Contractor maintains higher limits than the minimums shown above, the County requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County as additional insureds.

Upon termination or cancellation of any claims-made insurance currently in effect under this Contract, the Provider shall purchase an extended reporting endorsement or replace coverage with the same retroactive date and furnish evidence of same to the County.

All insurance policies maintained by the Provider/Provider shall provide that insurance as applying to Shelby County shall be primary and non-contributing irrespective of such insurance or self-insurance as Shelby County may maintain in its own name and on its own behalf. Any insurance company of the Provider shall be authorized to do business in the State of Tennessee and shall carry a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" and a Financial Size Category of "X".

## **VII. NON-DISCRIMINATION**

- **Non-Discrimination and Title VI** - The Contractor hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The Contractor shall upon request show proof of such nondiscrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Any recipient entity shall be subject to the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and regulations promulgated pursuant thereto. It shall develop a Title VI implementation plan with participation by protected beneficiaries as may be required by such law or regulations.

To the extent applicable, such plan shall include Title VI implementation plans sub-recipients of federal funds through the entity. The Contractor shall produce the plan upon request of Shelby County Government. Failure to provide same shall constitute a material breach of contract.

#### **VIII. Disclosure of Proposal Contents**

**All correspondence, proposals and questions concerning the RFQ are to be submitted to:**

**Tosha Davenport, Purchasing Specialist  
Shelby County Government  
160 N. Main St. Suite 900  
Memphis, TN 38103  
(901) 222-2250**

Respondents requesting additional information or clarification are to contact Tosha Davenport in writing at [tosha.davenport@shelbycountyttn.gov](mailto:tosha.davenport@shelbycountyttn.gov) or at the address listed above. Questions should reference the section of the RFQ to which the question pertains and all contact information for the person submitting the questions.

***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be, Wednesday, April 13, 2016 by 12:00 p.m. (CST).***

**Individual vendor questions will be answered by e-mail as received before the cut-off date. All written questions submitted by the deadline indicated above will be answered and posted on the County's website at [www.shelbycountyttn.gov](http://www.shelbycountyttn.gov) within forty eight (48) hours of the above cut-off date.**

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County or its benefit administrators regarding this RFQ may disqualify your company from further consideration.

Firms may request consideration by submitting an original, five (5) copies and a letter of interest and statement of qualifications to Ms. Tosha Davenport, Purchasing Specialist, Purchasing Department, Shelby County Government, 160 North Main Street, Suite 900, Memphis, TN 38103.

Please ensure you include the RFQ name number and Title of proposal on the outside of the envelope. **RFQ 16-003-59 "COUNTYWIDE ARCHITECTURAL DESIGN SERVICES FOR SHELBY COUNTY, TENNESSEE"**

**All qualifications must be received by Ms. Davenport's office on or before 2:00 PM (Central Standard Time) Thursday April 21, 2016.**

Submittals will be reviewed by a Consultant Review Committee (CRC) that will identify the most qualified proposers. At the discretion of the CRC, selected consultants may be interviewed to determine the most qualified firm or firms.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

Consultant understands and acknowledges that the SCDOC is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposals and other materials submitted become the property of Shelby County.